



APPENDIX 3 – Pg. 1

### COORDINATORS & AGENCY HEAD DESIGNEES

All agencies in DGS operated facilities must identify coordinators to interface with DGS in various areas of responsibility. See page 2 for a description of coordinator responsibilities. Please fill out and return the original form to the DGS Superintendent annually by November 30 or as necessary to update the information.

AGENCY REPRESENTATIVE DESIGNATED AS (more than one designation may be selected):

- Parking Coordinator
- Building Coordinator
- Recycling Coordinator
- Green Purchasing Coordinator
- Agency Head Authorized Designee
- Access Card Coordinator
- Emergency Personnel
- Energy Coordinator
- Floor Warden

This person is the (check one)  Primary point of contact or  Alternate point of contact  
For (Department/Agency Name) \_\_\_\_\_

Coordinator Name \_\_\_\_\_

Title \_\_\_\_\_

Coordinator's Building Name \_\_\_\_\_

Location/Address \_\_\_\_\_ Suite # \_\_\_\_\_

Coordinator's Contact Information

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Pager/Emergency Contact \_\_\_\_\_

Alternate Coordinator's Name \_\_\_\_\_

Title \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Pager/Emergency Contact \_\_\_\_\_

\_\_\_\_\_  
Agency Head Appointing Coordinator Title

\_\_\_\_\_  
Signature Telephone Date

Routing:  Superintendent/Regional Manager  For Access Card Coordinator only [dgs.scpc@maryland.gov](mailto:dgs.scpc@maryland.gov)

APPENDIX 3 – Pg. 2

## COORDINATORS & AGENCY HEAD DESIGNEES

- Agency Parking Coordinators - The volunteers or appointed employees designated by the using agency head to handle parking needs for their agency. This is the only person with whom the DGS Parking Coordinators will communicate with regarding parking issues.
- Access Card Coordinators – The volunteers or appointed employees designated by the using agency head to handle access cards for their agency employees. This is the only person with who the DGS Manager of the Security Card Processing Center will communicate regarding access card issues.
- Building Coordinators – The volunteers or appointed employees from the specific department represented to act as liaison with DGS and ensure timely maintenance and cleaning of the buildings. The Building Coordinator reports building issues by logging deficiencies and service requests in the DGS online tracking system. Building Coordinators also have specific responsibilities during building emergencies. See **DGS Policies & Procedures Handbook** Chapter 6 – *Emergency Procedures* for Building Coordinator responsibilities during building emergencies.
- Floor/Fire Wardens - Volunteers from the specific department/agency represented. There is at least one floor warden per floor and in most instances there may be more than one. In this case they are assigned a specific area. See **DGS Policies & Procedures Handbook** Chapter 6 – *Emergency Procedures* for Floor Warden responsibilities during building emergencies.
- Designated Emergency Personnel: Agency Health & Safety Specialist, Superintendent/Director, department/agency emergency management staff, other designated personnel. See **DGS Policies & Procedures Handbook** Chapter 6 – *Emergency Procedures* for Designated Emergency Personnel responsibilities during building emergencies.
- Recycling Coordinators: The volunteers or appointed employees designated by each State agency who are the points of contact responsible for the implementation of recycling at State-owned and State operated office buildings.
- Agency Energy Coordinators (AEC): DGS works with each Maryland State Agency, through the Agency Energy Coordinator (AEC), to produce an Agency Energy Plan that will help identify potential energy conservation measures associated with state-owned property.
- Green Purchasing Coordinators: The volunteer designated by each cabinet department who is responsible for reporting on the department's procurement of environmentally preferable products and services. Reports should be submitted to DGS annually by September 1<sup>st</sup> by the Green Purchasing Coordinator. See Chapter 7, *Environmentally Preferable Products and Services*.
- Agency Head Authorized Designee – The person designated in the Continuity of Operations Plan line of succession for the Agency.